

**SECRET**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140150-6  
REPORTS INVENTORY

CONTROL NO.

DDS/OTR/ISS 23

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Report of Students in Full-Time Academic Training and  
in Senior Service Schools

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

ADMIN. GENERAL

OTHER (specify)

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)  
Tabulation

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)  
None (Data from  
Form 136 Request for Training at Non-Agency  
Facility)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-9	\$5.70	4	\$22.80	2	\$45.60
GS-5	3.60	1	3.60	2	7.20

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$52.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report is prepared at the request of the Office of Personnel for its use, and for  
notifying Agency recruiters what Agency employees are in the regional areas.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0 STAT

16. DATE OF INVENTORY

1 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

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